

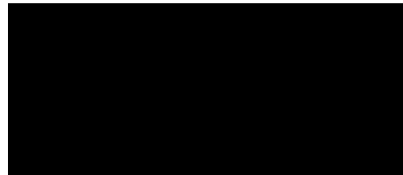
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20 October 1952

MEMORANDUM FOR: COP/CPP

SUBJECT:           Reclassification and Retitling of Slot 5,  
                  (Secretary - GS-6), [REDACTED] Administration, FE-3, 25X1A6a  
                  Field T/O to Administrative Assistant, GS-7

Due to the fact that the subject position now entails the added responsibility of determination of proper actionees on cables, distribution thereof, and follow-up through maintenance of suspense file, in addition to supervision of operational files, and acting as administrative assistant to the Executive Officer, it is requested that the above position be reclassified from GS-6 to GS-7 and retitled Administrative Assistant.



25X1A9a

F-16

RCT  
12/17/52